

Professional and Managerial Branch
Engineering Group
Engineer Series

E.P.W.U. PROGRAM ADMINISTRATION MANAGER

07/97

Summary

Under general direction, manage Water Utilities engineering project administration section.

Typical Duties

Coordinate development of Water Utilities capital improvement plans and implement engineering procedures which synchronize projects of various technical services units to attain long range goals. Involves: establishing design criteria for construction and renovation of water and wastewater treatment plants, lift stations, storage and pumping facilities, major pipeline transmission facility or similar complex water and sewer utility projects; preparing specifications and technical plans; generating Requests for Proposals for engineering services; reviewing all bids submitted and recommending selection of engineering firms; negotiating costs of engineering services for design, bid and construction phases of each project; reviewing and finalizing engineering contracts; planning and arranging for land and easement acquisitions; administering quality assurance and quality control program for designs and other owner requirements; assisting Chief Technical Officer with preparation of other designated aspects of long range capital improvements program for water and sewer facilities.

Direct, review and control project development. Involves: meeting with project management staff and consultants to provide comments, clarifications and revisions on plans and specifications; establishing funding accounts for each project; controlling of project costs relative to budget objectives; acting as utility contact liaison with federal and state funding agencies; coordinating re-design adjustments; reviewing and approving payment of invoices for engineering and construction services; overseeing progress of construction; reviewing work directive changes and approving change orders; assuring proper close-out procedures related to as-built plans and operations/maintenance manuals; coordinating and resolving equipment malfunctions, construction defects, and any warranty items with contractors; preparing technical reports with scope of problem and recommendations; coordinating all engineering, construction and contractual requirements to provide outside city service to designated recipients; providing professional advice and assistance to Engineering staff.

Supervise designated exempt and nonexempt supervisory and non-supervisory professional, technical, administrative and clerical personnel. Involves: maintaining harmonious management-employee relations; scheduling, assigning, instructing in and guiding, and checking work; conducting or arranging for employee training and development; appraising performance and reviewing appraisals of subordinate supervisors; effectively participating in hiring and terminating, counseling, disciplining or changing status of subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, attendance, safety and work practices.

Perform related professional and managerial duties as assigned. Involves: substituting for subordinates during temporary absence to maintain continuity to services and operations, or for coworkers regarding designated issues, if assigned; preparing the operating annual budget; requisitioning personnel, supplies, material and equipment; maintaining a variety of complex records.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor of Science Degree in Civic or Sanitary Engineering or closely related field and eight (8) years of professional civil or sanitary engineering experience in the design, construction or operation of a water or wastewater facility, including four (4) years as a Registered Professional Engineer and three (3) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of Civil or Sanitary Engineering as it relates to water and sewer design and operation; methods, materials, tools and equipment used in project design, construction and inspection; cost determination techniques; computer-aided drafting and design (CADD) systems. Considerable knowledge of: administrative management practices and procedures.

Ability to: understand, interpret, write and negotiate specifications, grant proposals, and contracts; supervise, train and evaluate assigned personnel; express oneself clearly and concisely, both orally and in writing; enforce personnel rules and regulations, standards of conduct and work attendance; establish and maintain effective working relationships with fellow employees, officials and the general public; make sound decisions; maintain files and prepare reports.

Skill in care and safe operation of: a motor vehicle through City traffic.

Physical Requirements: occasional exposure to weather and other adverse working conditions and mobility over uneven terrain when conducting investigations at diverse work sites.

Licenses and Certificates: Registration as a Professional Engineer in the State of Texas; Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL